

Position Title: Warehouse/Delivery/Inside Sales
Department: Warehouse
Reports to: Branch Manager

Status: Full-time Non-exempt

About Edge Construction Supply:

We are a construction supply distribution company that sells and rents products primarily to commercial contractors, industrial businesses, municipalities, and government entities. With a repair center, customer training, and other professionally customizable services, we have developed a loyal clientele base. Edge is 65 years old, privately held, and spans 5 states with 9 locations, headquartered in Spokane, Washington. We sell over 30,000 products from over 200 manufacturers, including: power tools, hand tools, safety equipment, abrasives, fasteners, strut, ladders, a variety of trade specific tools, equipment, and material handling products.

Job Description:

This hybrid position functions in warehouse, delivery, and front counter work based upon the growing needs of the store.

Qualifications:

- 1-15 years of warehouse or distribution experience
- High School Diploma or equivalent
- Valid Driver's license with clean driving record
- Familiarity with construction industry, products, methods, and market pricing

Essential Job Functions:

Warehouse:

- Pull product for orders and prepare for secure delivery and shipment
- Receive delivery orders and properly sort and store merchandise
- Stock shelves and arrange new displays in showroom
- Operate forklift and various other machinery in warehouse maintenance activities

Delivery:

- Follow ODOT regulations and safety precautions in loading/unloading delivery product
- Drive company issued truck and possibly pull trailer to ensure timely delivery to customers

Inside Sales:

- Sell and quote products to customers in person, on the phone, and electronically
- Read specifications and provide submittals to ensure customer satisfaction
- Coordinate pricing and product lead times with Purchasing department
- Connect with outside Sales Representatives to coordinate sales with customers
- Flexibly perform other duties as assigned by management

Knowledge, Skills and Abilities:

- Ability to lift heavier products, up to 75 pounds
- Communicate internally and externally in professional manner

- Familiarity with warehouse operations and computer controlled inventory systems desirable
- Ability to climb ladders and work outside or indoors
- Ability to take direction, work with others, and be self-motivated is important.

Benefits:

- Hourly Compensation DOE
- Health, dental, & 401k programs available

Disclaimer:

This job description does not list all duties of the job. You may be asked by supervisors or managers to perform other duties. You will be partially evaluated on your performance based on the tasks listed in this job description.

The employer has the right to review this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

Employee Signature

Date

Supervisor Signature

Date